



# LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748  
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

## OPERATIONS COMMITTEE MEETING MINUTES

January 15, 2009

Approved  
2/19/2009

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Jim Chud	None	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>	Ted Liso			Craig Vincent-Jones
Al Ballesteros				Nicole Werner
Michael Green				
Dean Page				
Robert Sotomayor				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 1/15/2009
- 2) **Minutes:** Operations Committee meeting minutes, 11/20/2008
- 3) **Roster:** Los Angeles County Commission on HIV, 1/12/2009
- 4) **Form:** Commission Nominee Evaluation/Scoring Form
- 5) **Commissioner Application:** Eric Daar, 1/15/2009
- 6) **Commissioner Application:** Jeffrey Goodman, 12/11/2008
- 7) **Commissioner Application:** Sharon Chamberlain, 12/08/2008
- 8) **Matrix:** Assessment of the Administrative Mechanism, 1/15/2009
- 9) **Flyer:** Consumer Caucus Focus Group, Consumer Service Standards Brochure, 1/15/2009
- 10) **Matrix:** Committee's Year 17 Implementation Plan, 4/16/2007

1. **CALL TO ORDER:** Ms. DeAugustine called the meeting to order at 12:50 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the November 20, 2008 Operations Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:**
  - ➡ Ms. DeAugustine agreed to work on a SPA 8 response to grievance issues.
  - ➡ Distribute the grievance procedure to the entire EMA.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**
  - A. **Co-Chair Nominations:** Ms. DeAugustine and Mr. Johnson were re-nominated as Co-Chairs.
8. **OPEN NOMINATIONS PROCESS:**
  - A. **Member Nominations:** The Committee re-nominated Eric Daar to the Health Care Provider seat, Jeffrey Goodman and Sharon Chamberlain to the Provider SPA #5 and Alternate seats, respectively. The Committee nominated Marcos Aviles for the Consumer SPA #1, Alternate seat.

## Operations Committee Meeting Minutes

January 15, 2009

Page 2 of 2

---

- ➡ Confirm Ms. Chamberlain and Mr. Aviles' interest in joining the Commission as Alternates.

**MOTION #3 (DeAugustine/Sotomayor):** Nominate Eric Daar to the Health Care Provider seat (*Passed by Consensus*).

**MOTION #4 (DeAugustine/Sotomayor):** Nominate Jeffrey Goodman to the Provider SPA #5 seat (*Passed by Consensus*).

**MOTION #5 (DeAugustine/Sotomayor):** Nominate Sharon Chamberlain to the Provider SPA #5, Alternate seat (*Passed by Consensus*).

**MOTION #6 (Johnson/Page):** Nominate Marcos Aviles to the Consumer SPA #1, Alternate seat (*Passed by Consensus*).

- B. **Latino Recruitment:** Mr. Vincent-Jones reported that Supervisor Molina's office had suggested a recruitment meeting for Latino/consumer membership candidates in March.

- ➡ Mr. Vincent-Jones will coordinate with Mr. Ballesteros to draft a fact sheet and letter.

9. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):**

- It was reported that the AAM will be somewhat delayed because the County requires it be re-solicited.
- Mr. Vincent-Jones noted that he and Dr. Green had updated the status of outstanding items from their agencies' perspectives for Committee review.
- The group agreed to form a Procurement Reform Work Group with Ms. DeAugustine, Mr. Johnson, and Dr. Green. Dr. Green will identify points in the AAM where changes could be helpful.
- ➡ Schedule Procurement Reform Work Group.
- ➡ Send revisions to Dr. Green by the end of January.
- ➡ Review the AAM at the February meeting.

10. **SERVICE PROVIDER NETWORKS:** Ms. DeAugustine noted SPNs had been defunded. OAPP has agreed to move some Part A administrative funds to the Commission to continue working with the SPAs. An organizational meeting is scheduled following the January 26<sup>th</sup> OAPP SPN wrap-up meeting.

- ➡ Remove the SPN reference in the By-Laws and determine how to recommend candidates for Commission seats.

11. **CONSUMER CAUCUS:**

- The SPA #3 Consumer Caucus "Meet the Grantee" meeting will be January 31<sup>st</sup> at Valleydale County Park in Azusa from 11:00 am to 2:30 pm. The SPA #4 Consumer Caucus "Meet the Grantee" meeting is being scheduled in March.
- Ms. Cross updated the Caucus on the budget and reported 21 consumers had accessed Medicare Part B food vouchers in SPA #8. Dr. Green confirmed that all five agencies were actively identifying consumers, but were not entering data in Casewatch. The group was reminded that food voucher distribution ends in February.
- ➡ Follow-up with Ms. Cross on solutions to help offset income losses after the March 1.

12. **NON-COMMISSION COMMITTEE MEMBERSHIP:** There was no additional discussion.

13. **COMMITTEE WORK PLAN UPDATE:**

- ➡ Mr. Vincent-Jones and the Committee Co-Chairs agreed to update the Plan.

14. **COMPREHENSIVE TRAINING COMMISSION OPERATIONS:** The item was postponed.

15. **COMMISSION OPERATIONS:** The item was postponed.

16. **ORDINANCE REVISIONS:** The item was postponed.

17. **COMMITTEE ACTIVITIES:** The item was postponed.

18. **COMMUNITY RELATIONS:** The item was postponed.

19. **POLICIES AND PROCEDURES:** The item was postponed.

20. **NEXT STEPS:** The item was postponed.

21. **ANNOUNCEMENTS:** There were no announcements.

22. **ADJOURNMENT:** The meeting was adjourned at 2:30 pm.